

CITY OF CHATFIELD COMMON COUNCIL

AGENDA

April 24, 2023 7:00 P.M

- I. Chatfield City Council – April 24, 2023 – 7:00 p.m. – City Council Chambers
 1. Consent Agenda:
 - A. Approval of minutes of prior meetings.
 - B. Approve payment of claims.
 - C. Approve request of Chatfield Western Days Inc. to use of parks & street closures for activities Aug. 10 – 13.
 - D. Approve use of City Park on May 24 by Chatfield Ambulance Activities Association to celebrate EMS Week.
 2. Ordinance 466 – Fees
 - A. Second Consideration
 - B. Publication
 3. EDA Report – Chris Giesen:
 - A. Consider delaying the closing date of the sale of Enterprise Drive Lot 3.
 - B. EDA Annual Report
 4. Public Works Director Report – Brian Burkholder:
 - A. Certificate of Commendation
 5. City Engineer’s Report:
 - A. Consider recommendation to amend the parking provisions of the zoning ordinance.
 6. Police Chief Report – Shane Fox
 - A. Consider recommendation to hire patrol officer.
 7. Committee Reports:
 - A. Public Services Committee
 - B. Committee of the Whole
 8. Mayor’s Report:
 9. City Administrator’s Report:
 10. Roundtable
 11. Adjourn.
 12. Meeting Notices:
 - A. Public Services Committee (Councilors Bluhm & Frank) 4:30 p.m.
 - B. Committee of the Whole 5:00 p.m.
 - C. Special City Council Meeting – May 1, 2023 – 6:00 p.m.

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, April 10, 2023

The Common Council of the City of Chatfield met in regular session on Monday, April 10, 2023. Mayor John McBroom presided and called the regular meeting to order at 7:00 PM

Members Present: Councilor Paul Novotny, Councilor Josh Broadwater, Councilor Mike Urban, Councilor John McBroom, and Councilor Pam Bluhm.

Members absent: Councilor Dave Frank.

Others Present: Fred Suhler Jr. Vanessa Hines, Lynda Karver, Karen Reisner, Joel Young, Beth Carlson, and Brian Burkholder.

Consent Agenda

Councilor Josh Broadwater entered a motion, with a second by Councilor Paul Novotny, to adopt the consent agenda which included the following items:

1. Approval of March 27, 2023 meeting minutes
2. Approve payment of claims
3. Approve William Hanson Waste & Recycling to provide three men and a truck, at a rate of \$130 per hour, to conduct the spring clean-up on May 8th
4. Approve placement of sign at Disc Golf Course June 12-16
5. Approve use of Mill Creek Park by MN Trout Association to host Kids Fishing Day, May 13
6. Approve raffle permit to be conducted July 13, 2023 by the Chatfield Ambulance Activities Association
7. Approve CCTV Softball contract with EB Allen
8. Approve use of City Park by the VFW Auxiliary on Memorial Day for a display of flags and a Wall of Honor
9. Approve CCTV Administrator contract with Andy O'Connor
10. Approve the use of City Park by Chatfield Commercial Club on May 6, for the City-Wide Garage Sale

Ayes: Councilors: Novotny, Broadwater, Urban, and Bluhm

Nays: None

Absent: Councilor: Frank

Motion carried.

First Consideration Ordinance 466 – Delete residential waste fee from fee ordinance

Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm, to approve the first consideration of Ordinance 466, an Ordinance amending the Fees, Fines, and Charges section of the Chatfield Code to delete the language of that section referencing fees imposed for residential solid waste.

Ayes: Councilors: Novotny, Broadwater, Urban, and Bluhm

Nays: None

Absent: Councilor: Frank

Motion carried.

City Engineer's Report

Killmer Electric Pay App #2

Killmer Electric Co, Inc. has submitted pay application number 2 in the amount of \$23,560 for work completed on the WWTP PLC upgrades (telemetry). Work completed includes the engineering and shop drawings for the proposed work.

Councilor Mike Urban entered a motion, with a second by Councilor Paul Novotny, to approve payment to Killmer Electric in the amount of \$23,560 for Pay Application #2.

Ayes: Councilors: Novotny, Broadwater, Urban, and Bluhm

Nays: None

Absent: Councilor: Frank

Motion carried.

Resolution to approve plans and authorizing advertising for bids for 2023 street project

The project areas were identified because the existing pavement is in poor condition, the existing 4" water main is undersized and there is a lack of storm sewer in that area of the City. The project area is specified in the current capital financial plan and is scheduled for reconstruction in 2023.

Councilor Josh Broadwater entered a motion, with a second by Councilor Paul Novotny, to adopt A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

WHEREAS, the City Engineer, Craig Britton of Widseth Smith Nolting and Associates, Inc., has prepared plans and specifications for the proposed 2023 Street Improvement Project which includes the reconstruction of:

1. **GRAND STREET SE** from 7th Street SE to Prospect Street SE
 2. **HAWLEY STREET SE** from Grand Street SE to the Cul-De-Sac
 3. **PROSPECT STREET SE** from Winona Street SE to End of Street
- and the rehabilitation of:

1. **GRAND STREET SE** from Prospect Street SE to Valley Street SE

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATFIELD, MINNESOTA:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The project shall be bid using the Best Value procurement method defined in Minn. Stat. § 16C.02, Subd. 4(a).
3. The City Administrator shall prepare and cause to be inserted in the official paper and on QuestCDN an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published three weeks (21 days) prior to the bid date, shall specify the work to be done, shall state that electronic bids will be received through Quest CDN vBid (On-Line Bidding Only) until 10:00 AM on Thursday, May 11, 2023, at which time they will be opened virtually using QuestCDN and reviewed by the City Administrator and Engineer, will then be tabulated, and will be considered by the Council after 7:00 PM on Monday, May 22, 2023 in the Council chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless it is electronically submitted through QuestCDN vBid and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of Chatfield for five (5) percent of the amount of such bid. No paper bids will be accepted.

Ayes: Councilors: Novotny, Broadwater, Urban, and Bluhm

Nays: None

Absent: Councilor: Frank
Motion carried.

S.C.S. Report

Approve purchase of wide area mower

The current Wide Area Mower is on a 4-year replacement plan and will be up for replacement by June 2024.

Staff has been researching trade-in and replacement costs but orders are full for 2023. Therefore, staff will be looking to order in June or July for 2024 pricing. Unfortunately, not all dealers are willing to give quotes for the 2024 models this far in advance.

The Park's Capitol Goods Plan show \$32,888.

Staff does not want to miss an opportunity for ordering a 2024 model, and the window of opportunity may be rather short. They are looking for the approval to order as soon as 2024 prices are released, as long as the quotes are within our price range.

Councilor Paul Novotny entered a motion, with a second by Councilor Josh Broadwater, to authorize the purchase of a Wide Area Mower, not to exceed a cost of \$36,000.

Ayes: Councilors: Novotny, Broadwater, Urban, and Bluhm

Nays: None

Absent: Councilor: Frank

Motion carried.

Mayor's Report

Announce Tree City USA designation – 31 years in a row

The Arbor Day Foundation is congratulating the City of Chatfield for earning recognition as a 2022 Tree City USA community. Chatfield has received this recognition for 31 years.

Announce Arbor Day proclamation

Mayor McBroom read the following proclamation:

Whereas: Arbor Day provides an opportunity to celebrate the importance of trees and forests to our economy, culture, history, and future of the state; and

Whereas: Trees are of great value as they provide clean air and water, shade, and energy savings, wildlife habitat, recreational opportunities, wood products, and jobs while capturing and storing carbon from the atmosphere, thereby offsetting greenhouse gas emissions; and

Whereas: Properly Planting and caring for a diverse mix of trees makes community forests more resilient by minimizing the impacts of diseases, insects; and community and other stressors such as climate change and providing long-term community and environmental benefits; and

Whereas: Thoughtfully choosing, planting, and caring for a diverse mix of trees now supports resilient communities into the future.

NOW, THEREFORE, I, John McBroom, Mayor of the City of Chatfield, do hereby proclaim Friday, April 28th, 2023, as Arbor Day

Appointment to the Library Board of Trustees to a term expiring January 31, 2024

There was a recent resignation from Library Board and Deb Collem has shown interest in filling the vacancy.

Councilor Paul Novotny entered a motion, with a second by Councilor Josh Broadwater, to ratify the appointment of Deb Collem to the Library Board of Trustees to a term expiring January 31, 2024.

Ayes: Councilors: Novotny, Broadwater, Urban, and Bluhm

Nays: None

Absent: Councilor: Frank

Motion carried.

Reminders

Mayor McBroom reminded everyone to not blow grass clippings in the street.

Committee Reports

Personnel-Budget Committee

Councilors Urban and Novotny were in attendance. Updates for the Personnel Policy were discussed.

Pubic Works Committee

Councilors Novotny and Urban were in attendance. Topics included:

- Pay estimate #2
- Street Plans
- Public Works building plans
- Clean water discharged into sewer system ordinance

Roundtable

The website for signing up for swim lessons and pool memberships is up and running.

Adjourn

Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm, to adjourn at 7:16 p.m.

Ayes: Councilors: Novotny, Broadwater, Urban, and Bluhm

Nays: None

Absent: Councilor: Frank

Motion carried.

/s/Beth M Carlson
City Clerk



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: Closing 2022
 2023 04FA02

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
AIRGAS						
	999576	E 230-42270-210	Ambulance	Operating Supplies (GEN	\$152.01	OXYGEN
					\$152.01	
AIRGAS						
BAKER & TAYLOR BOOKS						
	03/31/2	E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$1,741.89	ACCOUNT L6248262
					\$1,741.89	
BAKER & TAYLOR BOOKS						
BLACKSTONE PUBLISHING						
	209656	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$63.99	CUSTOMER ID 168011
	209259	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$95.99	CUSTOMER ID 168011
					\$159.98	
BLACKSTONE PUBLISHING						
CANON FINANCIAL SERVICES, INC.						
	303115	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$108.44	832780-1 COLOR COPIER
					\$108.44	
CANON FINANCIAL SERVICES, INC.						
CENTER POINT LARGE PRINT						
	200043	E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$25.97	FINE, KAREN
					\$25.97	
CENTER POINT LARGE PRINT						
CHATFIELD ALLIANCE, INC						
	FEBMA	E 100-46630-300	Community Dev -	Promotional Expense	\$54.15	95% LODGING TAX FEBMAR 2023 - O
					\$54.15	
CHATFIELD ALLIANCE, INC						
CHATFIELD BODY SHOP						
	13170	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$224.10	2017 FRD EXP BTTRY
	13250	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$444.40	2017 FRD EXP SPRK PLGS CL GSKT
	13260	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$227.74	2018 FRD EXP BTTRY
					\$896.24	
CHATFIELD BODY SHOP						
EB ALLEN						
	2023SB	E 614-49840-302	Cable TV (GENER	Contracted Help	\$775.00	GSB 2023 PMT 1 OF 2 APR (FOR MAR)
					\$775.00	
EB ALLEN						
EO JOHNSON, BUSINESS TECH.						
	INV132	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$13.65	#56246 NETWORK L9124 MP C4503
	INV132	E 240-46500-404	Economic Dev (GE	Repairs/Maint Equipment	\$7.45	#56246 NETWORK L9124 MP C4503
	INV132	E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment	\$7.45	#56246 NETWORK L9124 MP C4503
	INV132	E 603-49500-404	Refuse/Garbage (Repairs/Maint Equipment	\$13.65	#56246 NETWORK L9124 MP C4503
	INV132	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$13.65	#56246 NETWORK L9124 MP C4503
	INV132	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$13.65	#56246 NETWORK L9124 MP C4503
	INV132	E 100-41500-404	City Clerk	Repairs/Maint Equipment	\$28.55	#56246 NETWORK L9124 MP C4503
	INV132	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$67.80	#46719-01 POLICE L7545
	INV132	E 230-42270-404	Ambulance	Repairs/Maint Equipment	\$26.06	#56246 NETWORK L9124 MP C4503
					\$191.91	
EO JOHNSON, BUSINESS TECH.						
EXP OF CANTON						
	389846	E 220-42280-210	Fire Department *	Operating Supplies (GEN	\$485.00	SG HC SG PEARL 2 ...MERS
					\$485.00	
EXP OF CANTON						
EXPERT BILLING, LLC						
	11264	E 230-42270-435	Ambulance	Licences, Permits and Fe	\$558.00	TRANSPORTS BILLED - MAR
					\$558.00	
EXPERT BILLING, LLC						
FILLMORE COUNTY AUD / TREAS						
	11261	E 444-43200-457	Construction Fund	Property Tax	\$932.00	26.0270.000 19 SECOND ST SW FOR I



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: Closing 2022
 2023 04FA02

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	11262	E 444-43200-457	Construction Fund	Property Tax	\$6,280.00	26.0271.000 19 SECOND ST SW FOR I
	16800	E 444-43200-457	Construction Fund	Property Tax	\$364.00	26.0269.010 116 TWIFORD ST SW FO
	11260	E 444-43200-457	Construction Fund	Property Tax	\$364.00	26.0269.000 112 TWIFORD ST SW FO
	11259	E 444-43200-457	Construction Fund	Property Tax	\$3,618.00	26.0268.000 106 TWIFORD ST SW FO
FILLMORE COUNTY AUD / TREAS					<u>\$11,558.00</u>	
FIRE SAFETY USA, INC						
	170940	E 220-42280-240	Fire Department *	Small Tools and Minor E	\$442.95	STORZ ADPTR
FIRE SAFETY USA, INC					<u>\$442.95</u>	
FIRST SYSTEMS TECHNOLOGY, INC.						
	23483	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$625.00	SMIANNL CLBRTN INFLNT FLW MTR
	23484	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$375.00	BINNL CLBRTD RAS FLW MTR
FIRST SYSTEMS TECHNOLOGY, INC.					<u>\$1,000.00</u>	
LOFFLER						
	431703	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$16.72	CANON DXC3725I OVRAGE CHARGE
LOFFLER					<u>\$16.72</u>	
MARCO TECHNOLOGIES LLC.						
	INV111	E 100-41910-403	Planning and Zoni	Prev. Maint. Agreements	\$207.03	MIT ALLOCATION - 5%
	INV111	E 240-46500-403	Economic Dev (GE	Prev. Maint. Agreements	\$207.03	MIT ALLOCATION - 5%
	INV111	E 603-49500-403	Refuse/Garbage (Prev. Maint. Agreements	\$414.05	MIT ALLOCATION - 10%
	INV111	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$414.05	MIT ALLOCATION - 10%
	INV111	E 100-41500-403	City Clerk	Prev. Maint. Agreements	\$828.11	MIT ALLOCATION - 20%
	INV111	E 601-49400-403	Water Utilities (GE	Prev. Maint. Agreements	\$414.05	MIT ALLOCATION - 10%
	INV111	E 230-42270-403	Ambulance	Prev. Maint. Agreements	\$828.11	MIT ALLOCATION - 20%
	INV111	E 100-42110-403	Police Administrati	Prev. Maint. Agreements	\$828.10	MIT ALLOCATION - 20%
MARCO TECHNOLOGIES LLC.					<u>\$4,140.53</u>	
QUILL.COM						
	315727	E 211-45500-416	Libraries (GENERA	Cleaning Service	\$37.52	SP
	315689	E 211-45500-416	Libraries (GENERA	Cleaning Service	\$75.82	TWLS
	315564	E 211-45500-416	Libraries (GENERA	Cleaning Service	\$69.21	VNGR
QUILL.COM					<u>\$182.55</u>	
SCHUMACHER ELEVATOR CO						
	905793	E 211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$167.43	LIB ELEV MAINT
SCHUMACHER ELEVATOR CO					<u>\$167.43</u>	
SE MINNESOTA EMS						
	12980	E 230-42270-208	Ambulance	Training and Instruction	\$3,025.00	NCCR RENEWAL X 11
SE MINNESOTA EMS					<u>\$3,025.00</u>	
SELCO						
	051111	E 211-45500-414	Libraries (GENERA	Automated Operations	\$451.00	ILS PCKG
	051111	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$122.99	PC SUPPORT
	051166	E 211-45500-414	Libraries (GENERA	Automated Operations	\$37.90	BARCODES
	051159	E 211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$126.55	PLSTC BGS
SELCO					<u>\$738.44</u>	
TROPHY STORE AND MORE						
	7865	E 100-46323-430	Heritage Preservat	Miscellaneous (GENERAL	\$58.15	8X10 W PLATE
TROPHY STORE AND MORE					<u>\$58.15</u>	
2023 04FA02					<u>\$26,478.36</u>	
ABILITY BUILDING CENTER						



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: April 2023
 2023 04FA02U

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	16144	E 100-41940-302	Municipal Building	Contracted Help	\$1,231.32	CLEANING -
ABILITY BUILDING CENTER					\$1,231.32	
ARAMARK						
	256010	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$318.55	RUG SERVICE
ARAMARK					\$318.55	
CENTURYLINK-TELE						
04/01/2	E 230-42270-321	Ambulance	Telephone		\$130.24	612 E10-0825 1/5 NEW CIRCUIT
04/01/2	E 100-42110-321	Police Administrati	Telephone		\$130.24	612 E10-0825 1/5 NEW CIRCUIT
04/01/2	E 601-49400-321	Water Utilities (GE	Telephone		\$130.24	612 E10-0825 1/5 NEW CIRCUIT
04/01/2	E 100-41500-321	City Clerk	Telephone		\$130.24	612 E10-0825 1/5 NEW CIRCUIT
04/10/2	E 100-41500-321	City Clerk	Telephone		\$20.01	1500 1/5 DID LINES
04/01/2	E 100-43100-321	Street Maintenanc	Telephone		\$130.25	612 E10-0825 1/5 NEW CIRCUIT
04/10/2	E 100-46630-321	Community Dev -	Telephone		\$154.53	3966 TOUR CENTER
04/10/2	E 211-45500-321	Libraries (GENERA	Telephone		\$83.95	3480 LIBRARY
04/10/2	E 211-45500-321	Libraries (GENERA	Telephone		\$97.72	2911 LIBRARY ELEVATOR
04/10/2	E 100-43100-321	Street Maintenanc	Telephone		\$20.01	1500 1/5 DID LINES
04/10/2	E 601-49400-321	Water Utilities (GE	Telephone		\$20.01	1500 1/5 DID LINES
04/10/2	E 100-42110-321	Police Administrati	Telephone		\$20.01	1500 1/5 DID LINES
04/10/2	E 230-42270-321	Ambulance	Telephone		\$20.01	1500 1/5 DID LINES
CENTURYLINK-TELE					\$1,087.46	
CHATFIELD BODY SHOP						
	13188	E 100-41500-212	City Clerk	Vehicle Operating Suppli	\$63.62	OIL CHANGE CITY CAR FORD EXPLOR
CHATFIELD BODY SHOP					\$63.62	
HAWKINS, INC.						
	644706	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$40.00	WATER SUPPLY CHEMICALS
HAWKINS, INC.					\$40.00	
MIENERGY COOPERATIVE						
04/06/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA		\$34.19	333119001 8500759501 52 SIGN
04/06/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA		\$567.98	333119002 85007612 HSD BS
04/06/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA		\$500.28	333119003 85007624 JOHNST WELL
04/06/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA		\$410.00	333119005 85010070 HSD STLGHTS
04/06/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA		\$40.15	333119004 85007649 STALB LS
MIENERGY COOPERATIVE					\$1,552.60	
ON SITE SANITATION						
000151	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA		\$108.85	001411-0002 MC BF-160 DIVSTNW
000151	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA		\$37.28	001411-0003 MC HSP-160 DIVSTNW
000151	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA		\$37.28	001411-0004 MC HSA-559 OTRNE
000151	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA		\$37.28	001411-0005 SHADY OAK PARK
000151	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA		\$108.85	001411-006 GP - 558 OTRNE
ON SITE SANITATION					\$329.54	
QUILL.COM						
317577	E 100-41500-200	City Clerk	Office Supplies (GENERA		\$27.58	pen rt elite med blu
316499	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN		\$38.62	UB PERF PAPER ALLOC 20.18%
316499	E 602-49450-210	Sewer (GENERAL)	Operating Supplies (GEN		\$115.95	UB PERF PAPER ALLOC 60.58%
316499	E 603-49500-210	Refuse/Garbage (Operating Supplies (GEN		\$36.83	UB PER PAPER ALLOC 19.24%
316499	E 100-41500-200	City Clerk	Office Supplies (GENERA		\$21.49	AVEYR 9X12 LAMINATING SHEETS
QUILL.COM					\$240.47	
WSE ENGINEERING SERVICES, LTD						



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: April 2023
 2023 04FA02U

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	804-23	E 100-42400-440	Building Inspectio	Building Inspections	\$467.31	INSPECTIONS
	804-23	E 100-42400-441	Building Inspectio	Plan Review	\$89.70	PLAN REVIEW
WSE ENGINEERING SERVICES, LTD					\$557.01	
2023 04FA02U					\$5,420.57	
					\$31,898.93	

((BatchID] in (18645,18644))



City of Chatfield Payments

Current Period: April 2023

Payment Batch 2023 0413VNDPR		\$46,134.32	
Refer	-8 BLUE CROSS BLUE SHIELD	Ck# 112198E 4/13/2023	
Cash Payment	G 910-21721 VISION INSURANCE	PR VNDR LBLTY - EE	\$104.80
Invoice	230331167170 3/31/2023		
Transaction Date	4/13/2023	10100 RRCB 10100	Total \$104.80
Refer	-6 CHATFIELD PUBLIC LIBRARY	Ck# 112197E 4/13/2023	
Cash Payment	G 910-21728 Library KT Scrip Cards	PR VNDR LBLTY - EE	\$125.00
Invoice	8 4/13/2023		
Cash Payment	R 211-45500-36202 Nontax-Sale of Merch-	PR VNDR LBLTY - EE	-\$125.00
Invoice	8 4/13/2023		
Transaction Date	4/13/2023	10100 RRCB 10100	Total \$0.00
Refer	-1 EFTPS	Ck# 112192E 4/13/2023	
Cash Payment	G 910-21701 Federal Withholding	PR VNDR LBLTY	\$4,829.23
Invoice	70980259 4/13/2023		
Cash Payment	G 910-21703 Social Security Withholding	PR VNDR LBLTY	\$5,867.60
Invoice	70980259 4/13/2023		
Cash Payment	G 910-21709 Medicare	PR VNDR LBLTY	\$1,738.02
Invoice	70980259 4/13/2023		
Transaction Date	4/13/2023	10100 RRCB 10100	Total \$12,434.85
Refer	-4 EMPOWER MNDCP	Ck# 112195E 4/13/2023	
Cash Payment	G 910-21719 MNDCP Deferred Compensa	MNDCP-Roth-Empower	\$411.68
Invoice	1083819161 4/13/2023		
Cash Payment	G 910-21719 MNDCP Deferred Compensa	MNDCP-MSRS-Empower	\$287.63
Invoice	1083819161 4/13/2023		
Transaction Date	4/13/2023	10100 RRCB 10100	Total \$699.31
Refer	-5 HEALTHEQUITY	Ck# 112196E 4/13/2023	
Cash Payment	G 910-21726 Healthcare Savings Account	PR VNDR LBLTY	\$2,516.67
Invoice	2023-4-13 4/13/2023		
Transaction Date	4/13/2023	10100 RRCB 10100	Total \$2,516.67
Refer	7480 LAW ENFORCEMENT LABOR SER	Ck# 057888 4/18/2023	
Cash Payment	G 910-21717 Police Union Dues	3 FT	\$202.50
Invoice	APR-23 4/13/2023		
Transaction Date	4/13/2023	10100 RRCB 10100	Total \$202.50
Refer	-9 MN PEIP	Ck# 112199E 4/13/2023	
Cash Payment	G 910-21706 Health Insurance	PR VNDR LBLTY	\$16,787.69
Invoice	1273828 4/13/2023		
Transaction Date	4/13/2023	10100 RRCB 10100	Total \$16,787.69
Refer	-2 MN REVENUE	Ck# 112193E 4/13/2023	
Cash Payment	G 910-21702 State Withholding	PR VNDR LBLTY	\$2,664.82
Invoice	1-448-416-352 4/13/2023		
Transaction Date	4/13/2023	10100 RRCB 10100	Total \$2,664.82
Refer	7481 MN UNEMPLOYMENT INSURANCE	Ck# 112200E 4/13/2023	
Cash Payment	E 100-42110-140 Unemployment Comp (G Q1, POLICE		\$144.53
Invoice	12809062 4/13/2023		



**City of Chatfield
Payments**

Current Period: April 2023

Cash Payment	E 100-45200-140 Unemployment Comp (G Q1, PARKS				\$522.00
Invoice	12809062	4/13/2023			
Transaction Date	4/13/2023	10100 RRCB	10100	Total	\$666.53
Refer	-3 PERA	<u>Ck# 112194E 4/13/2023</u>			
Cash Payment	G 910-21704 PERA		PR VNDR LBLTY		\$5,284.16
Invoice	SOMPER000696	4/13/2023			
Cash Payment	G 910-21705 PERA/Police		PR VNDR LBLTY		\$3,875.08
Invoice	SOMPER000696	4/13/2023			
Cash Payment	E 230-42270-121 PERA		MAR-23		\$675.00
Invoice	SOMPER000696	4/13/2023			
Transaction Date	4/13/2023	10100 RRCB	10100	Total	\$9,834.24
Refer	-7 TASC	<u>Ck# 112201E 4/13/2023</u>			
Cash Payment	G 910-21714 FSA		FSA Dependent Care		\$104.16
Invoice	04/13/2023	4/13/2023			
Cash Payment	G 910-21714 FSA		FSA Medical		\$118.75
Invoice	04/13/2023	4/13/2023			
Transaction Date	4/13/2023	10100 RRCB	10100	Total	\$222.91

Fund Summary

	10100	10100 RRCB	
100 GENERAL FUND			\$666.53
211 LIBRARY			(\$125.00)
230 AMBULANCE - OPERATIONS FUND			\$675.00
910 PAYROLL PASSTHROUGH			\$44,917.79
			<u>\$46,134.32</u>

Pre-Written Checks	\$46,134.32
Checks to be Generated by the Computer	\$0.00
Total	<u>\$46,134.32</u>



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: April 2023
 2023 04RT

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
REVTRAK JETPAY						
112191	MAR 20	E 100-42700-323	Animal Control - L	Administration Expense	\$0.29	ADMIN FEE ALLOC
	MAR 20	E 100-42400-323	Building Inspectio	Administration Expense	\$3.90	ADMIN FEE ALLOC
	MAR 20	E 220-42280-323	Fire Department *	Administration Expense	\$26.15	ADMIN FEE ALLOC
	MAR 20	E 230-42270-323	Ambulance	Administration Expense	\$51.72	ADMIN FEE ALLOC
	MAR 20	E 603-49500-323	Refuse/Garbage (Administration Expense	\$262.17	2022 ADMIN FEE ALLOC 19.24%
	MAR 20	E 602-49450-323	Sewer (GENERAL)	Administration Expense	\$825.51	2022 ADMIN FEE ALLOC 60.58%
	MAR 20	E 601-49400-323	Water Utilities (GE	Administration Expense	\$274.99	2023 ADMIN FEE ALLOC 20.18%
REVTRAK JETPAY					\$1,444.73	
2023 04RT					\$1,444.73	
					\$1,444.73	

((BatchID] in (18635))

Joel Young

From: Pam Bluhm <pam@chatfieldnews.news>
Sent: Saturday, April 8, 2023 10:20 PM
To: Joel Young
Subject: Chatfield Western Days

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

March 17, 2023

Joel and City Council

City Park:

The Chatfield Western Days Committee would like to request the use of the Chatfield City Park for Western Days Activities Thursday, Aug. 10, 2023 thru Sunday, Aug. 13, 2023.

Street Closures:

We would also like to request the street closures from the corner Hwy. 52/Fourth Street to Twiford/Fourth and from Fourth/Twiford to the corner of Twiford/Third Street, from Thursday, Aug. 10 thru Sunday, Aug. 13, 2023 for activities throughout the weekend.

Car Show:

Street Closures from Third & Fillmore to Fifth Street and Fourth Street from Winona to the alley behind the firehall on Sunday, Aug. 13, 2023.

Shane Fox will request the closure of Hwy. 52, from the state, for the parade on Saturday, Aug. 12, 2023.

Thank you.
Pam Bluhm

Come Join Us To Celebrate the Dedicated EMTs!

On **WEDNESDAY May 24, 2023**
TIME- 4:00-7:00 PM

Stumpy's Pizza will be
in The City Park.




Great Food

Wonderful Time

Outstanding Conversations!

Promoted by: Chatfield Ambulance
Activities Association Inc.

EMS Week May 21-27, 2023
Where **Emergency Care Begins**

 Chatfield Ambulance
Activities Association Inc.

ORDINANCE NO. 466

AN ORDINANCE OF THE CITY OF CHATFIELD, MINNESOTA, RELATING TO FEES; AMENDING THE PROVISIONS OF THE *CHATFIELD CODE*, SUBPART A, CHAPTER 11, SECTION 11-1, *FEES, FINES AND CHARGES*, TO DELETE THE LANGUAGE OF THAT SECTION REFERENCING FEES IMPOSED FOR RESIDENTIAL SOLID WASTE, DESCRIBED AS “GARBAGE/MONTH” AND “RECYCLING”.

The City Council of the City of Chatfield, Minnesota does hereby ordain:

Section 1. The provisions of the *Chatfield Code*, Subpart A, Chapter 11, Section 11-1, which sets forth “Particular Fees, Fines and Charges” are amended to delete those enumerated fees imposed for residential solid waste collection described as “garbage/month” and recycling”.

Section 2. This ordinance shall be effective 30 days following its publication.

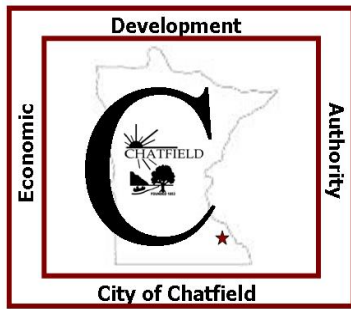
Passed and adopted by the city Council of the City of Chatfield, Minnesota, this day of April, 2023.

Approved:

Attest:

By its Mayor

By its City Clerk



Chatfield Economic Development Authority
Thurber Community Center - Chatfield Municipal Building
21 Second Street SE
Chatfield, MN 55923
Voice 507.867.1523 Fax 507.867.9093
www.ci.chatfield.mn.us

April 24, 2023

MEMO

To: City Council

From: Chris Giesen, EDA

RE: Closing Date Extension Request: Lot 3 Enterprise Drive

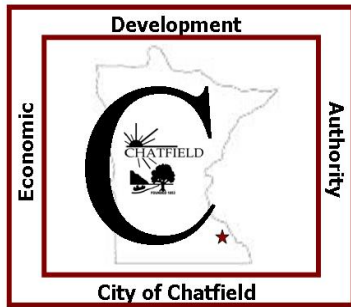
Background

The council has approved a purchase agreement to sell Lot 3 on Enterprise Drive to Joshua Broadwater LLC with a closing date of on or before May 1, 2023.

The buyer has requested an extension of the closing date to accommodate a meeting also held on May 1, 2023 with the city's planning commission, at which he is seeking advice from the commission on his previously stated plans for the property. No changes to the proposed project are otherwise being explored or requested. The extension of the closing date is merely to facilitate the timing of this meeting.

Action Requested

Approve an extension of the closing date to on or before May 5, 2023 as requested by the buyer.



Chatfield Economic Development Authority
Thurber Community Center - Chatfield Municipal Building
21 Second Street SE
Chatfield, MN 55923
Voice 507.867.1523 Fax 507.867.9093
www.ci.chatfield.mn.us

April 24, 2023

To: Chatfield City Council

From: Chris Giesen, EDA Coordinator

RE: 2022 EDA Report

Attached is the Chatfield Economic Development Authority's 2022 annual report detailing projects, community statistics, and impacts.

I would be happy to discuss any questions you might have prior to or at the council meeting!



Chatfield Economic Development Authority

2022 Annual Report

(For 12 months ending January 31, 2023)

The Chatfield EDA regularly meets the fourth Monday of each month at 4:30 PM at the Thurber Municipal Center.

During 2022, there were 10 regular meetings and no special meetings. This compares to 11 regular meetings and 2 special meetings in 2021 and 11 regular and 2 special meetings in 2020.

Typically, no regular meeting is held in November because of the annual EDA Gala held on the Tuesday before Thanksgiving.

One meeting were cancelled due to lack of quorum during this period, compared to no such cancellations in 2021 or 2020.

Meeting attendance record:

Member												Absences		
	2/28	3/28	4/25	5/23	6/27	7/25	8/22	9/26	10/24	12/19	2022	2021	2020	
M. Tuohy	x	x			x	x	x		x	x	3	2	1	
M. Urban	x	x	x	x	x	x	x	x	x		1	1	1	
S. Keefe	x	x	x	x	x	x	x	x	x	x	-	2	1	
M. Baum		x	x	x	x	x	x	x		x	2	2	1	
R. Paulson	x	x		x						x	5	5	6	
P. Novtony	x	x	x		x	x	x	x	x	x	1	5	2	
L. Isensee	x	x	x		x	x	x	x	x	x	1	1	-	

Project Highlights:

Chatfield Center for the Arts

- Managed \$8,700,000 Phase II renovation project providing oversight on project design, construction, budget, and state grant.
- Saw substantial completion of Phase II renovation occur on August 31, 2022.
- Hosted ribbon cutting ceremony and open house to commemorate the reopening of the newly renovated art center.
- Renewed the six year operating lease with the Chatfield Center for the Arts, Inc.

The Chatfield Alliance

- Renewed the two year Destination Marketing Organization agreement.

Hotel Attraction Project

- Preliminarily approved an assistance package valued at \$1,417,600.
- Commissioned an updated hotel market study; proving an even stronger market than in the previous 2015 study.
- Crafted, supported, and nearly passed state legislation to update the 15,000 square foot size limit in the small city exception to the economic development TIF law.

Downtown Apartment Project

- Assisted developers seeking to construction two approximately 60 unit apartment complexes on two downtown sites.

Athletic Club Project

- **Created a TIF District providing \$140,000** to assist with the construction of a new athletic club, in order to address site development and construction costs.

People's Energy Property/Twiford Street City Property

- Negotiated purchase of the former People's Energy Cooperative property on Twiford Street for short term public works use and long term development/redevelopment opportunity.

Enterprise Drive

- Assisted multiple prospects with potential lot sales.

Revolving Loan Fund

- **Approved \$40,000** to Joy Ridge Event Center for renovations.

City Strategic Initiatives

- Assisted council, staff, and consultants with forwarding the city's strategic initiatives including building a hotel, building an apartment building downtown, extending city services to the north and west, identifying new areas for development, and affordable housing.

Required Reporting

- Annual Hilltop tax abatement report to Fillmore County and Chatfield Public Schools.
- Completed annual Business Subsidy report to Minnesota DEED.
- Completed post-close out annual report on Enterprise Drive BDPI Grant.
- CCA lease renewal report to Minnesota Department of Management and Budget.

General Business Assistance / Other Projects

- Met with 43 individual current and/or prospective businesses in regards to projects, issues, programs, business planning, financial packaging and other general assistance.
- Hosted annual appreciation gala.

Revolving Loan Fund Summary:

Active Loan Portfolio

Total Number of Loans:	9
Total Original Principal Amount:	\$890,634
Balance Due:	\$486,785
Average Loan Amount:	\$98,959
Cash on Hand Available to Lend:	\$187,320

Loan Portfolio since Inception

Total Loans Made:	28
Total Principal Amount:	\$1,516,797
Total Repayments:	\$883,772
Total Write Off/Uncollectable:	\$143,782
Average Loan Amount:	\$54,171

Building Permit Summary:

Year	Permit Value (\$)		New Homes
	Commercial	Residential	
2022	\$ 238,000	\$ 568,819	2
2021	\$ 7,400,995	\$ 2,381,730	11
2020	\$ 965,170	\$ 1,437,000	8
2019	\$10,373,483	\$ 1,883,600	7
2018	\$ 1,453,000	\$ 3,857,500	20
2017	\$10,029,948	\$ 4,742,000	19
2016	\$ 1,426,600	\$ 3,260,400	14
2015	\$ 4,963,000	\$ 2,626,500	8
2014	\$ 840,099	\$ 1,954,835	8

Economic Development Authority's Financial Impact on Chatfield:

(Excluding loan repayments & fund interest earnings)

	2022	2021	2020
Total Grants Received:	\$0	\$0	\$8,700,000
Total Loans Made:	\$40,000	\$0	\$4,200
Total Short Term Funds Leveraged:	\$0	\$275,000	\$110,708
Total Long Term Funds Leveraged:	\$140,000	\$1,238,000	\$0
Total Dollars Leveraged for Chatfield:	\$180,000	\$1,513,000	\$8,814,908
Total City Levy:	\$2,310,877	\$2,247,789	\$2,161,688
Total EDA/CCA Budget:	\$154,000	\$128,800	\$136,200

CERTIFICATE OF COMMENDATION

This Wastewater Treatment Facility Operational Award is presented to

Chatfield WWTP
and its staff

in recognition of exceptional compliance with its Minnesota Pollution Control Agency NPDES/SDS
wastewater permit during the 2022 review period.

Your dedication to protecting Minnesota's waters is duly recognized
and appreciated by the state of Minnesota.

Katrina Kessler

Katrina Kessler, MPCA Commissioner

mi MINNESOTA POLLUTION
CONTROL AGENCY





City of Chatfield

Thurber Community Center • Chatfield Municipal Building
21 Second Street Southeast • Chatfield, Minnesota 55923 • 507-867-3810
www.ci.chatfield.mn.us

MEMORANDUM

TO: CITY COUNCIL
FROM: LOGAN TJOSEM, ZONING ADMINISTRATOR AND PLANNER
SUBJECT: MULTIPLE DWELLING OFF STREET PARKING PROPOSED TEXT AMENDMENT
DATE: 4/19/2023
CC:

Background: At the 03/06/2023 Planning and Zoning Commission meeting, the Commission members made a motion to amend the multiple dwelling off street parking requirements under Section 113-412. – Parking requirements. The Planning Commission held a public hearing and adopted the language at their regular meeting on 04/01/2023.

The current regulations are listed below, and the proposed language change is in *red, BOLD, underlined and Italics*, as follows:

Sec. 113-412. – Parking Requirements.

Multiple dwellings	1½ spaces per dwelling unit
--------------------	-----------------------------

Multiple dwellings:
1 space per efficiency/studio or 1-Bedroom
1.5 spaces per two bedrooms
2 spaces per three bedrooms, or more.

Alternate Option:

If the above calculations for off street parking spaces cannot be met, a Statement of Proof of Parking will be required showing how the off-street parking can work. The request must be reviewed and approved by the City Council.

Recommendation / Action Requested:

Staff is requesting the City Council adopt the new amended language for Multiple Dwellings recommended for approval by the Planning and Zoning Commission as outlined and follow the procedure as outlined in Section 113-135 as referenced below:

Sec. 113-135. - Procedure for the planning commission or the city council.

- (a) Amendments of this chapter not initiated by the planning commission shall be referred to the planning commission for study and review.
- (b) All amendments of this chapter initiated by the planning commission, or the city council shall be the subject of a public hearing pursuant to law. The city clerk shall set the date for a public hearing and shall have the notice of such hearing published in the legal newspaper at least once, not less than ten days, nor more than 30 days prior to said hearing. The city council may waive the mailed notice requirements for a city-wide amendment to this chapter initiated by the planning commission or city council give notice in the manner required by law.
- (c) The planning commission shall hold the public hearing and then shall recommend to the city council within 30 days after the public hearing one of three actions: approval, denial, or approval with special conditions/modifications.
- (d) The city council shall act upon the application within 30 days after receiving the recommendation of the planning commission. Amendments to this chapter shall be by passage upon a simple majority vote of the city council, provided that any action or passage overriding the recommendations of the planning commission shall require a four-fifths majority vote of the entire city council.

A Resolution to Amend the City of Chatfield’s Zoning Ordinance for Multiple Dwelling Parking Requirements

Whereas, the City of Chatfield maintains a Comprehensive Plan and Land Use Plan Map which includes land uses and policies of the City’s future growth and development, and

Whereas, the City of Chatfield maintains a Zoning Ordinance which includes all zoning districts within the City and is generally consistent with the Comprehensive Plan and Land Use Plan Map, and

Whereas, types of amendments include a change in district’s regulations, and

Whereas, amendments to the zoning ordinance are allowed per Ordinance by recommendation of the Planning Commission to the City Council, and

Whereas, a public hearing has been held to consider the amendment to the parking requirements for multiple dwellings, and

Whereas, the Planning Commission recommended approval at their April 3rd, 2023, Planning Commission Meeting to amend the zoning ordinance and change the requirements as follows:

Sec. 113-412. – Parking Requirements.

- Multiple dwellings:**
- 1 space per efficiency/studio or 1-Bedroom**
 - 1.5 spaces per two bedrooms**
 - 2 spaces per three bedrooms, or more.**

Alternate Option:

If the above calculations for off-street parking spaces cannot be met, a Statement of Proof of Parking will be required showing how the off-street parking can work. The request must be reviewed and approved by the City Council.

NOW THEREFORE BE IT RESOLVED that the Planning & Zoning Commission of the City of Chatfield recommends that the City Council authorize the City Attorney to amend Sec. 113-412, Parking Requirements, Multiple Dwellings, by ordinance.